Caseload 2005/2 Release



Table of Contents

Changes to Caseload Parts 1 and 2
Requesting Case Age (Caseload Part 4) Reports2
Working with Output Queue2
Determining Judge Assignment
Part 4 Exception List4
Part 4 Audit List
Audit Header Descriptions5
Part 4 Grids
Part 4: Case Age at Disposition and Pending Case Age Grid
Attachments (from 2006 Traffic/Criminal/Probation User Guide):
Warrant Codes (Page Iii)
Setting Aside a Disposition (Page 3-49)

Removal Screen (Pages 3-65, 3-66)

Caseload 2005/2 Release

Changes to Caseload Parts 1 and 2

Effective January 1, 2006, the caseload grid for Part 2 will change to exclude Line 7 for Local Diversion. DS47 will no longer be a valid disposition code.

A new error message "CONFLICT BETWEEN DISPOSITION DATE AND WARRANT/RECALL DATE" has been added to Part 2. In most cases, the caseload status screen (STS, then F8-Caseload) will show a disposition code between the warrant issued and warrant returned codes. For correct reporting, make sure the warrant issued, warrant returned and disposition dates appear in the correct order on the STS screen.

WR+		DS
WR-	or	WR+
DS		WR-

To correct this error, remove the warrant return and disposition on the Removal screen (REM). Enter the warrant issue, warrant return, and disposition information (in correct order) with the correct dates. Other situations may exist to cause a case to be reported under this error message. Use the caseload status screen to determine other possible problems and solutions. When in doubt, contact the DCS Help Desk.

				F. T. O. D. O.		
			FILE	DISPO	DISPO	
CASE NO.		NAME	DATE	DATE	CODE	JUDGE
Conflict	: between	disposition date and war	rrant/recall	date		
05-1005	OT	SNEED/SAMUEL/JOHN		11/30/05	DS14	12345
05-1006	OT	WILSON/SUSAN/ANN		11/30/05	DS14	12345
05-1008	OT	MURRAY/MICHELLE/MARI		12/01/05	DS14	12345
			TOTAL CAS	ES NOT COUN	ITED	3

Requesting Case Age (Caseload Part 4) Reports

			Date Range
Alp	Num		
_	_	Alcohol Report	
_	_	Appealed List	
_	_	Attorney Case List	
	_	CCW Report	
_		Case Index	
	X	Caseload Report Qtr <u>4</u> Year <u>2005</u> _ Merge Files	
	_	Case Age Report (Caseload Part 4)	
		-	

Part 4 is included with:

Qtr 4 request*

Qtr A (all quarters)*

Date range that ends with 12/31

*Note: Pending cases are aged through 12/31 of the requested year

			Date Range
Alp	Num		
_	_	Alcohol Report	
_	_	Appealed List	
l _	_	Attorney Case List	
	_	CCW Report	
_	_	Case Index	
l _	_	Caseload Report Qtr _ Year Merge Files	
	<u>X</u>	Case Age Report (Caseload Part 4)	<u>093005</u>

A separate request for Case Age (Caseload Part 4) can be made at any time:

Cases are aged through the date provided

Note: This request option has been added to the Civil Reports Menu

Working with Output Queue

Reports are generated for:

Each judge, visiting judge and attorney magistrate

Cases not assigned (reported under "Generic Bar Number 99999")

The entire court combined (all judges, visiting judges, attorney magistrates and unassigned)

File names displayed in the output queue are:

CSLDEXC4 (Exception Report)

PART4AGE (Part 4 Audit)

CASELOAD4J (Case Age Grid for each Judge)

Determining Judge Assignment

The following order is used to determine where cases will be reported:

- · The program will always look for Judge of Record first
- If no Judge of Record has been entered, it looks for Proceeding Judge
- If the case is not assigned to a judge or attorney magistrate, or if the bar # is less than 10000, it reports the case under the Generic 99999 bar #
- If the bar # entered on the case has been deleted from the Attorney File, it reports the case under Invalid Bar #

Complain Authoriz	Record Victim/Desc CCW CCW
	Juiye Wallalli 15508 Dale
Additiona	al Charges: #2 #3 #5
	#4 #5
	Traffic/Criminal Case (CAS) screen - Judge of Record.
	, ,
	Information:
Hutnorize	Complaint Date Prosecutor Complaint/Iss Date Judge Warrant Issue Date
dditional	Charges: #2 #3
	#4 #5
	Traffic/Criminal Case (CAS) screen - Proceeding Judge
Name	PO Code Date ROA _
	<u> </u>
Tudao	
Judge	Prosecutor Attorney Plea Set Aside Disp _
Schedu	- ıle For Date Time Next Judge NTA _
Schedu	
Schedu	ule For Date Time Next Judge NTA _ ule For Date Time Next Judge NTA _
Schedu	- ıle For Date Time Next Judge NTA _
Schedu Schedu	Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge
Schedu Schedu	ule For Date Time Next Judge NTA _ ule For Date Time Next Judge NTA _
Schedu Schedu PL D	Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge
Schedu Schedu PL D Added co	Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge A/C/S _ Speed Chg/Alw/Egy / _ /
Schedu Schedu PL D	Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge A/C/S _ Speed Chg/Alw/Egy / _ /
Schedu Schedu PL D Added co	Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge A/C/S _ Speed Chg/Alw/Egy / _ /
Schedu Schedu PL D Added co	Time Next Judge NTA _ le For Date Time Next Judge NTA _ Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge Audit/Dism Abs _ ount A/C/S _ Speed Chg/Alw/Egy / / tions
Schedu Schedu PL D Added co	Time Next Judge NTA _ le For Date Time Next Judge NTA _ Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge Audit/Dism Abs _ ount A/C/S _ Speed Chg/Alw/Egy / / tions
Schedu Schedu PL D Added co Other Ac	Time Next Judge NTA _ le For Date Time Next Judge NTA _ Traffic/Criminal Scheduling (SCH) screen - Proceeding Judge S Defer Dism Judge Audit/Dism Abs _ sunt A/C/S _ Speed Chg/Alw/Egy / / tions

Determining Judge Assignment (continued)

					١
SUNNY SPRINGS	CIVIL ONLINE	CASE ENTRY	!		1
Court <u>2</u> Case	Case type _	_ File Date	Judge	Roa _	
					/

Civil Case Entry (CAS) - Judge of Record

Part 4 Exception List

Before reviewing the Part 4 Exception List, make sure that all exceptions for Caseload Parts 1 and 2 have been corrected. If any cases are reported as "Not Counted", determine why there is an error and make corrections. Request your reports again to ensure that all cases are properly counted and so that it is the LAST file created before uploading to the CRS.

	DIST		PART 4 EXCEPTI	ON LIST - NUMERIC			
		ALL JUDGES	#DA	YS DISPO DISPO		AGED	
CASE NO.	TYPE	NAME	DATE INA	CT DATE CODE CASES NOT COUNTED	JUDGE	DAYS 0	
NOTE-Inact	tive ca	ses reported in Part	: 2, not in Par	t 4		U	
05ECL40E 00-5544	FY OD	ZIMMERMAN/PETER/JAN BOND/JAMES/	1E 10/06/04	10/02/05 WR18 1/01/05 WR18	12345 12345	87	
01-5432X	OD OD	NICHOLS/RODNEY/	10/00/04	9/01/05 WR10	12345	01	
05-1017A	OD OT	STERN/GLORIA/RUTH	2/01/05	2/15/05 WR07	20230	14	
04-06072 05-2222	OT SD	BELLINCIO/BRIAN/B JOHNSON/PAUL/	8/11/05	10/01/05 WR07 9/29/05 WR10	12345 99999	51	
				TOTAL		6	

NOTE-Inactive cases reported in Part 2, not in Part 4, is provided for your information to account for cases not counted as pending or disposed, according to Caseload Part 4 criteria provided by SCAO. For Traffic/Criminal, the list will contain cases in *Inactive* status (DS21, 22, 51, 52, 53 or +WR (warrant status codes); for Civil, the list will contain cases disposed with ORR56 or OREZ2.

Part 4 Audit List

The audit lists each case reported on the Case Age grid by Section and Line number. The cases are listed in numerical order.

TITOULILLIAN	וחווו ווע	FIC-LINE 16 DISPOSED	APPEAR #DAY	/S DISPO DISP	O AGED
CASE NO.	TYPE	NAME	DATE INAC		JUDGE DAYS
00-1111	OD	DUKUS/ROBERT/W	4/01/05	8/22/05 DS14	12345 143
00-1610	OD	HENDERSON/JEREMY/	10/18/00 1528	3 9/02/05 DS14	12345 252

Audit Header Descriptions

APPEAR DATE (Date used to begin aging of case)

FY, FD, FT, OM, SM, OD, OT, SD and ST case types

Arraignment Date (AR, AP, or AW)

If arraignment code is not entered, the plea date is used

If no arraignment or plea, the Appear Date is blank and age is calculated as zero and will be blank in the Aged Days column

For Line 1a or 2a, where age is calculated from arraignment date to examination date, the program also looks for proceeding code POEX (Exam Held) to determine age

EX case types

Arraignment (AR, AP or AW)

If arraignment code is not entered, Appear Date is blank and case age is zero

FILE DATE (Date used to begin aging of case)

OI, SI, OK, ON, SK and SN case types GC, GZ, LT, SC and SP case types

#DAYS INACT (Time deducted from case age)

Time is counted from inactive date until reopened date, based on Caseload Parts 1 and 2 inactive and reopen reporting criteria. Time is deducted from both disposed and pending case age.

DISPO DATE

Disposition Date

DISPO CODE

Disposition Code

Deferral dispositions are noted with a "D" suffix (New)

JUDGE

Judge of Record, or Proceeding Judge, or Attorney Magistrate, or Bar # less than 10000 or not assigned = 99999

AGED DAYS

Calculated age of case
If age = zero, Aged Days will be blank

A case age disposition is counted for every caseload disposition entered except in the following instances:

- (1) A disposition is followed by a reopen code in the same quarter,
- (2) The case is reported as inactive or case type change in Caseload Part 2.

Example 1

Case is counted as disposed in quarter 1, reopened in the same quarter, and redisposed in the same quarter.

```
Caseload Part 2 - 1 disposition (reopen is not counted) Caseload Part 4 - 1 disposition.
```

Age is calculated from begin date to second disposition, minus the time from the first disposition to the reopen date.

Example 2

Case is counted disposed in quarter 1, reopened in a different quarter of the same year and redisposed in the same year.

Caseload Part 2 - 1 disposition, 1 reopen, 1 disposition = 2 dispositions

Caseload Part 4 - 2 dispositions: Age is calculated from begin date to first disposition. The second disposition is aged from begin date to second disposition, minus the time from the first disposition date to the reopen date.

Part 4 Grids

RUN DATE: 1/20/06 99 DISTRICT COURT
FOR: OCT-DEC 2005 27777 FRANKLIN ROAD-SUITE 1300
QUARTER 4 SUNNY SPRINGS MI 48034 PAGE 1

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: FELONY CRIMINAL

	1		1
LN	CASE TYPE	FY	
1	DISPOSED 0-14 DAYS		BOUND OVER TO CC OR DISMISSED
2	DISPOSED +14 DAYS		BOUND OVER TO CC OR DISMISSED
3	DISPOSED 0-63 DAYS		FELONY REDUCED TO MISDEMEANOR
4	DISPOSED 64-91 DAYS		FELONY REDUCED TO MISDEMEANOR
5	DISPOSED 92-126 DAYS		FELONY REDUCED TO MISDEMEANOR
6	DISPOSED +126 DAYS		FELONY REDUCED TO MISDEMEANOR
7	PENDING 0-14 DAYS		AWAITING PRELIMINARY EXAM
8	PENDING +14 DAYS		AWAITING PRELIMINARY EXAM
9	PENDING 0-63 DAYS		FELONY REDUCED TO MISDEMEANOR
10	PENDING 64-91 DAYS		FELONY REDUCED TO MISDEMEANOR
11	PENDING 92-126 DAYS		FELONY REDUCED TO MISDEMEANOR
12	PENDING +126 DAYS		FELONY REDUCED TO MISDEMEANOR
	-	-	•
1a	REDUCED 0-14 DAYS		

SECTION A: EXTRADITION/DETAINER

REDUCED 2a +14 days

LN	CASE TYPE	EX
13	DISPOSED 0-14 DAYS	
14	DISPOSED +14 DAYS	
15	PENDING 0-14 DAYS	
16	PENDING +14 DAYS	

RUN DATE: 1/20/06 99 DISTRICT COURT
FOR: 01/01/05-12/31/05 27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR CRIMINAL

LN	CASE TYPE	ОМ	SM	TOTALS
17	DISPOSED 0-63 DAYS			
18	DISPOSED 64-91 DAYS			
19	DISPOSED 92-126 DAYS			
20	DISPOSED +126 DAYS			
21	PENDING 0-63 DAYS			
22	PENDING 64-91 DAYS			
23	PENDING 92-126 DAYS		·	·
24	PENDING +126 DAYS			·

SECTION B: FELONY TRAFFIC

LN	CASE TYPE	FD	FT	TOTALS	
1	DISPOSED 0-14 DAYS				BOUND OVER TO CC OR DISMISSED
2	DISPOSED +14 DAYS				BOUND OVER TO CC OR DISMISSED
3	DISPOSED 0-63 DAYS				FELONY REDUCED TO MISDEMEANOR
4	DISPOSED 64-91 DAYS				FELONY REDUCED TO MISDEMEANOR
5	DISPOSED 92-126 DAYS				FELONY REDUCED TO MISDEMEANOR
6	DISPOSED +126 DAYS				FELONY REDUCED TO MISDEMEANOR
7	PENDING 0-14 DAYS				AWAITING PRELIMINARY EXAM
8	PENDING +14 DAYS				AWAITING PRELIMINARY EXAM
9	PENDING 0-63 DAYS				FELONY REDUCED TO MISDEMEANOR
10	PENDING 64-91 DAYS				FELONY REDUCED TO MISDEMEANOR
11	PENDING 92-126 DAYS				FELONY REDUCED TO MISDEMEANOR
12	PENDING +126 DAYS				FELONY REDUCED TO MISDEMEANOR

	REDUCED	
1a	0-14 DAYS	
	REDUCED	
2a	+14 days	

PAGE

RUN DATE: 1/20/06 99 DISTRICT COURT
FOR: 01/01/05-12/31/05 27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

3

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR TRAFFIC

LN	CASE TYPE	OD	OT	SD	ST	TOTALS
13	DISPOSED 0-63 DAYS					
14	DISPOSED 64-91 DAYS					
15	DISPOSED 92-126 DAYS					
16	DISPOSED +126 DAYS					
17	PENDING 0-63 DAYS					
18	PENDING 64-91 DAYS					
19	PENDING 92-126 DAYS					
20	PENDING +126 DAYS					

SECTION B: CIVIL INFRACTION TRAFFIC

LN	CASE TYPE	OI	SI	TOTALS
21	DISPOSED 0-35 DAYS			
22	DISPOSED 36-56 DAYS			
23	DISPOSED 57-84 DAYS			
24	DISPOSED +84 DAYS			
25	PENDING 0-35 DAYS			
26	PENDING 36-56 DAYS			
27	PENDING 57-84 DAYS			
28	PENDING +84 DAYS			

PAGE

RUN DATE: 1/20/06 99 DISTRICT COURT
FOR: 01/01/05-12/31/05 27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	DISPOSED 0-35 DAYS					
2	DISPOSED 36-56 DAYS					
3	DISPOSED 57-84 DAYS					
4	DISPOSED +84 DAYS					
5	PENDING 0-35 DAYS					
6	PENDING 36-56 DAYS					
7	PENDING 57-84 DAYS					
8	PENDING +84 DAYS					

PAGE

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	TOTALS
1	DISPOSED 0-273 DAYS			
2	DISPOSED 274-364 DAYS			
3	DISPOSED 365-455 DAYS			
4	DISPOSED +455 DAYS			
5	PENDING 0-273 DAYS			
6	PENDING 274-364 DAYS			
7	PENDING 365-455 DAYS			
8	PENDING +455 DAYS			

SECTION D: CIVIL

LN	CASE TYPE	LT	sc	SP	TOTALS
9	DISPOSED 0-126 DAYS				
10	DISPOSED +126 DAYS				
11	DISPOSED JV 0-154 DAYS				
12	DISPOSED JV +154 DAYS				
13	PENDING 0-126 DAYS				
14	PENDING +126 DAYS				
15	PENDING JD 0-154 DAYS				
16	PENDING JD +154 DAYS				

JV=Jury Verdict, JD=Jury Demand

Part 4: Case Age at Disposition and Pending Case Age Grid

Section A: Felony Criminal (FY)

Line

1	Disposed 0-14	BOCC or DISM (DS08, 09, 10, 16, 25, 26, 48)
2	Disposed +14	BOCC or DISM (Same as above)
3	Disposed 0-63	Felony Reduced to Misdemeanor
4	Disposed 64-91	Felony Reduced to Misdemeanor
5	Disposed 92-126	Felony Reduced to Misdemeanor
6	Disposed +126	Felony Reduced to Misdemeanor

Lines 3-6 [ALL COUNTS DISPOSED]

- Single count case reduced/amended to misdemeanor
- Multi count case where all felony charges are dismissed (DS08, 16, 25 or 26) and case contains at least one misdemeanor charge
- Multi count felony case where no felony charges currently exist and there is at least one misdemeanor charge

7	Pending 0-14	Awaiting Prelim Exam
8	Pending +14	Awaiting Prelim Exam

Lines 7-8 [AT LEAST ONE UNDISPOSED COUNT]

• Felony cases not counted in lines 9-12

9	Pending 0-63	Felony Reduced to Misdemeanor
10	Pending 64-91	Felony Reduced to Misdemeanor
11	Pending 92-126	Felony Reduced to Misdemeanor
12	+126 Days	Felony Reduced to Misdemeanor

Lines 9-12 [AT LEAST ONE UNDISPOSED COUNT]

- Single count felony where charge is reduced or amended to a misdemeanor
- Multi count felony where all existing felony charges are dismissed (DS08, 16, 25 or 26) and case contains at least one misdemeanor charge
- Multi count felony case where no felony charges currently exist and there is at least one misdemeanor charge

1a	Reduced 0-14	Exam Held - Felony Reduced to Misdemeanor
2a	Reduced +14	Exam Held - Felony Reduced to Misdemeanor

Lines 1a and 2a [INCLUDES DISPOSED AND UNDISPOSED CASES]

- · Age is calculated from the arraignment date to the examination date
- Single count felony case where the charge is reduced or amended to a misdemeanor and the case contains POEX (Exam Held)
- Multi count felony case where all existing felony charges are dismissed (DS08, 16, 25 or 26), contains at least one misdemeanor charge, and contains a POEX
- Multi count felony where no felony charges currently exist, at least one misdemeanor charge exists, and the case contains a POEX
- These cases are also counted on lines 3-6, depending on age at disposition, or 9-12 depending on age of pending case

Section A: Extradition/Detainer (EX)

Line

- 13 Disposed 0-14
- 14 Disposed +14
- 15 Pending 0-14
- 16 Pending +14

Lines 13-16

Must have an arraignment date entered to calculate age

Section B: Misdemeanor Criminal (OM, SM)

Line

- 17 Disposed 0-63
- 18 Disposed 64-91
- 19 Disposed 92-126
- 20 Disposed +126
- 21 Pending 0-63
- 22 Pending 64-91
- 23 Pending 92-126
- 24 Pending +126

Lines 17-20

All disposed cases based on definitions for Part 2

Section B: Felony Traffic (FD, FT)

Line

1	Disposed 0-14	BOCC or DISM (DS08, 09, 10, 16, 25, 26, 48)
2	Disposed +14	BOCC or DISM (Same as above)
3	Disposed 0-63	Felony Reduced to Misdemeanor
4	Disposed 64-91	Felony Reduced to Misdemeanor
5	Disposed 92-126	Felony Reduced to Misdemeanor
6	Disposed +126	Felony Reduced to Misdemeanor

Lines 3-6 [ALL COUNTS DISPOSED]

- Single count case reduced/amended to misdemeanor
- Multi count case where all felony charges are dismissed (DS08, 16, 25 or 26) and case contains at least one misdemeanor charge
- Multi count felony case where no felony charges currently exist and at least one misdemeanor charge exists

Section B: Felony Traffic (FD, FT) continued

7	Pending 0-14	Awaiting Prelim Exam
8	Pending +14	Awaiting Prelim Exam

Lines 7-8 [AT LEAST ONE UNDISPOSED COUNT]

Felony cases not counted in lines 9-12

9	Pending 0-63	Felony Reduced to Misdemeanor
10	Pending 64-91	Felony Reduced to Misdemeanor
11	Pending 92-126	Felony Reduced to Misdemeanor
12	+126 Days	Felony Reduced to Misdemeanor

Lines 9-12 [AT LEAST ONE UNDISPOSED COUNT]

- Single count felony where charge is reduced or amended to a misdemeanor
- Multi count felony where all existing felony charges are dismissed (DS08, 16, 25 or 26) and case contains at least one misdemeanor charge
- Multi count felony case where no felony charges currently exist and there is at least one misdemeanor charge

1a Reduced 0-14 Exam Held - Felony Reduced to Misdemeanor 2a Reduced +14 Exam Held - Felony Reduced to Misdemeanor

Lines 1a and 2a [INCLUDES DISPOSED AND UNDISPOSED CASES]

- Age is calculated from the arraignment date to the examination date
- Single count felony case where the charge is reduced or amended to a misdemeanor and the case contains POEX (Exam Held)
- Multi count felony case where all existing felony charges are dismissed (DS08, 16, 25 or 26), contains at least one misdemeanor charge, and contains a POEX
- Multi count felony where no felony charges currently exist, at least one misdemeanor charge exists, and the case contains a POEX
- These cases are also counted on lines 3-6, depending on age at disposition, or 9-12 depending on age of pending case

Section B: Misdemeanor Traffic (OD, OT, SD, ST)

Line

- 13 Disposed 0-63
- 14 Disposed 64-91
- 15 Disposed 92-126
- 16 Disposed +126
- 17 Pending 0-63
- 18 Pending 64-91
- 19 Pending 92-126
- 20 Pending +126

Lines 13-16

All disposed cases based on definitions for Part 2

Section B: Civil Infraction Traffic (OI, SI)

Line

- 21 Disposed 0-35
- 22 Disposed 36-56
- 23 Disposed 57-84
- 24 Disposed +84
- 25 Pending 0-35
- 26 Pending 36-56
- 27 Pending 57-84
- 28 Pending +84

Lines 21-24

All disposed cases based on definitions for Part 2

Section C: Non-Traffic Civil Infraction and Parking (OK, ON, SK, SN)

Line

- 1 Disposed 0-35
- 2 Disposed 36-56
- 3 Disposed 57-84
- 4 Disposed +84
- 5 Pending 0-35
- 6 Pending 36-56
- 7 Pending 57-84
- 8 Pending +84

Lines 1-4

All disposed cases based on definitions for Part 2

Section D: Civil (GC, GZ)

Line

- 1 Disposed 0-273
- 2 Disposed 274-364
- 3 Disposed 365-455
- 4 Disposed +455
- 5 Pending 0-273
- 6 Pending 274-364
- 7 Pending 365-455
- 8 Pending +455

Lines 1-4

All disposed cases based on definitions for Part 2

Section D: Civil (LT, SC, SP)

1	- 1	n	Δ
L	_1	H	ᆫ

9	Disposed 0-126	
10	Disposed +126	
11	Disposed 0-154	Jury Verdict (DSE65-Dismissed by Jury or JGE65-Judgment by Jury)
12	Disposed +154	Jury Verdict (DSE65-Dismissed by Jury or JGE65-Judgment by Jury)
13	Pending 0-126	
14	Pending +126	
15	Pending 0-154	Jury Demanded*
16	Pending +154	Jury Demanded*

Lines 15-16

*All undisposed LT and SP cases containing one of the following action codes:

JDF-Jury Demand Filed JRC-Jury Scheduled JSC-Jury Selection Scheduled JTC-Jury Trial Scheduled

Suggestions

- 1. For reporting in January 2006, request the Caseload Report for quarter 4. Case Age, Part 4, is included in quarter 4 request. Review the Part 2 and Part 4 Exception lists and correct any cases listed that cannot be counted. Request the report again after the corrections have been made.
- 2. Print the grids. Focus on the cells that contain cases aged beyond the time guidelines. The audit lists the cases that are reported in those cells.
- 3. Stress the importance of entering:
 - · Judge of Record
 - Arraignment proceeding code AR, AP, or AW
 - Proceeding code EX when an exam is held
 - Jury Demand on LT and SP cases

Stress the important difference between using the *Set Aside Dispo* field on the Scheduling (SCH) screen and Disposition (DSP) screen versus using the Removal (REM) screen to correct errors.

- Other ideas:
 - Review and implement recommendations from SCAO
 - Review your Z-Record for default DFJ settings on civil infractions
 - Review Caseload and Case Age Report (Part 4) on a regular basis
 - Use other JIS reports:

Speedy Trial & 120 Day Report
Traffic/Criminal Drunk Driving Report (77 Day Report)
Civil Caseage Report
Default, App, Entry, Aff Pre-List
Intent/Notice Dismiss Pre-List

		WARRANT CODES (WR)
+	WR01	Defendant Failed to Appear on or Before Due Date
+	WR02	Defendant Failed to Appear in Court on Due Date
	WR03	City Atty Misdemeanor Auth. Complaint & Warrant Filed
+	WR07	Bench Warrant Issued - Failed to Appear
+	WR08	Bench Warrant Issued - Fail to Execute Sentence
+	WR09	Bench Warrant Issued - Violation of Probation
+	WR10	Bench Warrant Issued
	WR11	Recommendation of Warrant
-	WR16	Warrant Returned
-	WR17	Set Aside Bench Warrant
+	WR18	Warrant Signed & Issued
+	WR19	Bench Warrant Issued - Failed to Pay
+	WR20	Warrant Sent to Police Agency
+	WR21	Warrant Issued
-	WR22	Bench Warrant Returned
-	WR23	Warrant Recall Filed
	WR24	Search Warrant Return Filed
	WR25	Search Warrant Issued
+	WR30	Warrant Entered into LEIN
-	WR31	Warrant Canceled from LEIN

⁺ Adds case to Warrant status and includes on FAC/Warrant List.
- Removes case from Warrant status and removes from FAC/Warrant List.

APPEAL CODES (AP)	
1	Appeal to Circuit Court Filed
2	Appeal from Magistrate to District Court
3	Action Taken by Magistrate Superceded by Order of District Judge
4	Appeal to Appellate Court Filed
5	Appealed Sentence
6	Appeal Denied
7	Appeal from Informal Hearing to Formal Hearing Filed
8	Remove from Appeal Status or Appeal List
Codes 1-7 add a case to Appeal List Code 8 removes a case from Appeal List	

Setting Aside a Disposition

You should only set aside a disposition in the following instances:

For Felony and Misdemeanor cases:

- When the case is remanded from an appellate court for further pre-judgment action or a new trial
- When a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered, except when entered upon return of a jury verdict
- After receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial
- When local diversion programs are unsuccessful and traditional processing is pursued
- When the prosecutor motions for dismissal after the case has been previously counted under inactive status
- · When an order staying the case is set aside

For Civil Infraction cases:

- · When a default has been set aside
- When a request to set aside admission of responsibility is granted
- When appeal is filed from an informal hearing to a de novo hearing



Warning: If an error was made in disposing of a case, do not set aside the disposition to correct the error. Use the Removal screen (REM) to correct errors. See page 3-65 for more information on removing a disposition.

When a disposition is set aside, the following actions will occur:

- A text action is written to the Register of Actions (ROA): Previous
 Disposition Set Aside/Caseload Reopened or Previous Disposition Set Aside
- The disposition date and code are removed
- The sentence date and all non-monetary sentencing variables (e.g. jail, probation) are removed
- Removes an abstract request from the Report/Requests screen (RPT)
- Makes the penalty, default judgment and default judgment form eligible for civil infractions (unless previously stopped)
- Case status is updated
- Counts case as reopened on Caseload Report Part 1, if the case had previously been reported to SCAO as disposed

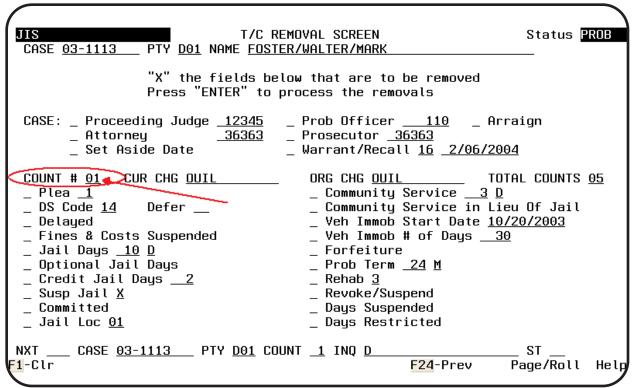
Setting aside a disposition will not:

- Delete an abstract that has already been created
- · Automatically make an abstract eligible
- Remove any monetary assessments

Removal Screen (REM)

The Removal screen is used to remove dispositional errors and non-dispositional data that are no longer relevant to a case.

To access the Removal screen, type **REM** and the **case number** on the hop line.



Removal screen

Case information and information for Count 1 is displayed first. You can display additional counts by using **Page/Roll** keys. If you are removing data for more than one count you must update each count separately.

To remove information from a case, type an $\underline{\mathbf{X}}$ in front of the field(s) to be removed and press **ENTER**.

When data is successfully removed, a note will be made on the Register of Actions: xxx Removed, e.g. Arraignment Date Removed.

Removing Disposition Code



Warning: A disposition should only be removed if an error was made in entering the disposition. See page 3-49 for information on setting aside a disposition.

It is recommended that when you remove a disposition code you also remove all associated sentencing variables.

Removing a disposition will:

- delete the disposition date and code
- · delete the deferral code, if applicable
- delete the sentencing date
- delete an abstract request from the Report Requests screen
- make the penalty, default judgment and default judgment form eligible for a civil infraction (unless they were previously stopped)
- · flag the disposition as deleted in the Caseload file
- make a note on the Register of Actions: xxx Removed, e.g. Plea Removed
- update the case status

Removing a disposition will not:

- · automatically make an abstract eligible to receive another one
- · delete an abstract that has already been created
- · remove any assessments or penalties

Remember: When you re-enter the Disposition you must re-enter correct sentencing variables.